

NOAA Leadership Competencies Development Program

LCDP DEVELOPMENTAL ASSIGNMENT FORM

(Data provided will be loaded on the LCDP website to be used by the program participants.)

Details of Developmental Assignment

1. Title of Assignment:

Special Assistant to the Deputy Assistant Administrator for Regulatory Programs

2. Level of Responsibility (e.g., GS13, GS14, SES or equivalent pay band):

Pay band IV

3. Host Office (if in NOAA, start with Line/Corporate Office down to the lowest level - e.g., Division or Branch):

NOAA Fisheries Service, Office of the Assistant Administrator

4. Timeframe (expected start date, duration, any known time dependencies):

Flexible start date, prefer 3 to 4 month duration

5. Assignment Description (include goals/objectives/expected outcomes):

Develop and coordinate regulatory and policy proposals in conjunction with the Deputy Assistant Administrator for Regulatory Programs. Specifically, work with habitat conservation, protected resources, sustainable fisheries and other programs within NOAA Fisheries to ensure program goals and priorities are met. Engage in proactive outreach regarding NOAA Fisheries regulatory activities and articulate the policy proposals outlined above to NOAA leadership and Congressional liaisons.

6. Potential Benefit to LCDP Participant (e.g., leadership competencies/skills to be used - see list of OPM leadership competencies at www.opm.gov/ses/define.html):

This is an opportunity to get a broad view of NOAA Fisheries issues in a fast paced leadership office. You will interact extensively with all of NOAA Fisheries leadership as well as NOAA and Department staff. You will have the opportunity to supervise two individuals.

In terms of specific leadership competencies, you will gain experience in leading change, leading people, building coalitions all in a results driven environment.

Leading change – Given the broad array of issues NOAA Fisheries addresses, the person in this position is learning new issues every day. Given the upcoming change in Administration, this developmental assignment will stress strategic thinking to prepare for new NOAA and Department leadership.

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Leading People – It is important that this person proactively reach out to NOAA Fisheries leadership to motivate teams of people to complete leadership priorities in a timely manner. Building teams with those in leadership offices of other Line Offices is also encouraged.

Building coalitions – This position requires strong interpersonal skills in order to build coalitions with people who are often more senior. You will also work on your written communication skills, ensuring all written documents going out of NOAA Fisheries are appropriate for their intended audiences.

7. Any other considerations, special requirements or comments:

This assignment will fill in while a current LCDP participant goes on rotation.

8. Assignment Supervisor (name, position):

Sam Rauch, Deputy Assistant Administrator for Regulatory Programs

9. Assignment Contact Person (name and email address):

Carrie Selberg, carrie.selberg@noaa.gov

Please send completed form to LCDP.ProgramManager@noaa.gov.

Thank you!